



Thinking Schools Academy Trust  
**“Transforming Life Chances”**

**Careers Education Information & Guidance  
Draft**

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<b>Ratified by:</b>	<b>Mahbuba Rahman and Ryan Lock</b>
<b>Review date:</b>	

## **1.0 CAREERS STRATEGY AND RATIONALE**

A planned programme of careers and inspiration activities is a vital component in preparing young people for the world beyond The Portsmouth Academy. We aim to raise aspirations, challenge stereotypes, maximise students' academic and personal achievements and encourage them to consider a wide range of careers. Through careers education and guidance, it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

The Portsmouth Academy is committed to providing its students with a planned programme of careers education for all students in years 7-11, information, advice and guidance that is impartial and confidential and prepares students for the challenges of adult and working life.

## **2.0 AIMS**

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. The staff and Governors at The Portsmouth Academy recognise that career planning is not limited to one stage in life. For this reason, careers education and guidance aims to develop career management skills which students can draw on at each stage in their career planning. We fully endorse the DFE's 'Careers strategy: making the most of everyone's skills and talents' (December 2017) and the 8 Gatsby benchmarks:

**The Gatsby Career Benchmarks: a world-class standard for schools and colleges**

1. **A stable careers programme.** Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. **Learning from career and labour market information.** Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. **Addressing the needs of each student.** Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. **Linking curriculum learning to careers.** All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. **Encounters with employers and employees.** Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces.** Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work

experience to help their exploration of career opportunities, and expand their networks.

7. **Encounters with further and higher education.** All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. **Personal guidance.** Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

### **3.0 DELIVERY AND CONTENT**

Careers Information and Advice is provided through dedicated lessons to provide informative guidance to assist in the development and future career directions of students. Advice and guidance is provided through group workshops, enterprise events, individual interviews, college partnership courses, college and university visits, and presentations by prospective employers. Brochures, leaflets and other forms of printed material are provided and additional advice through subject teachers.

An independent Careers Advisor attends the school at key times throughout the academic year to provide individual advice and guidance to students. All careers advice and guidance given is person centred, impartial, unbiased and confidential (within legal confines) and meets professional standards of practice. During arranged events including 'Parents Evenings', 'Open Evenings' and 'Options Evenings', careers information and advice is made available to students, parents and carers.

The school library is stocked with key publications suitable for a range of ages and abilities, with advice on hand from attending staff. The school library is located on the middle floor of the main building and is easily accessible to students and staff. Materials are audited annually to ensure information is up to date, accurate and relevant to meet with the student's requirements.

Further information is available on the school's website displaying current careers advice for all year groups and contains web links to reliable careers websites.

Students in Years 7-11 are entitled to:

- have access to their careers' advice records to support their career development.

- have the opportunity to learn the different STEM subjects to help them gain entry to, and be more effective workers within, a wide range of careers (by the age of 14).
- at least one experience of a workplace, additional to any part time jobs they may have (by the age of 16).
- have one further workplace experience additional to any part time job they may have (by the age of 18)
- have a meaningful encounter with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers – including opportunities to meet both staff and students (by the age of 16)
- at least two visits to universities to meet staff and pupils (by the age of 18)
- receive guidance interviews with a careers adviser by the age of 16, and the opportunity for a further interview by the age of 18
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses available.

At points across the school year, a variety of employers and external providers are invited into Portsmouth Academy to talk about different careers.

#### **4.0 PROVIDER ACCESS STATEMENT**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## 5.0 STUDENT ENTITLEMENT

In years 7-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- To understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students.

## 6.0 MEANINGFUL PROVIDER ENCOUNTERS

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

## **7.0 PREVIOUS PROVIDERS**

In previous terms/years we have invited the following providers from the local area to speak to our students:

- City Of Portsmouth College
- UTC
- HSDC
- Fareham College
- Sparsholtt College
- ASK Apprenticeships
- University of Portsmouth
- PETA

## **8.0 DESTINATIONS OF OUR STUDENTS**

Last year our year 11 students moved to a range of providers in the local area after school:

- 91% College/FE
- 1% Sixth Form
- 3% Apprenticeship
- 0% Employment with Training
- 5% NEET

## **9.0 MANAGEMENT OF PROVIDER ACCESS REQUESTS**

A provider wishing to request access should contact Mahbuba Rahman/Ryan Lock Who can be contacted via the main school contact details.



Mahbuba Rahman/Ryan Lock will look to provide access through integration into our careers programme.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Centre which is managed by the school Librarian. The Learning Centre is available to all students at lunch and break times.

## 10.0 OPPORTUNITIES FOR ACCESS

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers. The programme below shows the range of activities which students currently undertake.

### CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE (CEIAG) OVERVIEW 2022-23\*

Year	Term	Activity	Gatsby Benchmarks
7	1	<b>PD Careers Lessons – Exploring Interests, Subjects at school and Careers Pathways</b> Pupils will enjoy careers related lessons focused on self-exploration – recognizing their strengths, interests and favourite subjects – and how these can link to possible future career ideas. COSMOS Engage-Effective Teamwork (Memory & Distractibility)	2, 3

		BBC Careers Visit	
8	1	<p><b>PD Careers Lessons –Learning Styles, Exploring Pathways and Challenging Biases</b></p> <p>Pupils will start identifying their own learning styles and discover different pathways that might suit them best based on their learning preferences. Pupils will also learn about partialities that may exist within careers and the importance of challenging stereotypes.</p> <p>COSMOS Engage-Managing Change (Making Behavioral Changes)</p> <p>BBC Careers Visit</p> <p>Introduction to Unifrog</p>	2, 3
8	2	<p><b>‘EBP Get Inspired Exhibit’</b></p> <p>Selected students will be given the opportunity to gain a real understanding of the broad range of exciting career paths that the diverse businesses in and around the area of the South East have to offer through interactive activities.</p>	2, 3, 5, 7
8/9	3	<p><b>STEM Focused Enrichment Trips/Events</b></p> <p>Selected students from Yr8 &amp; 9 take part in the Faraday Challenge, which is an annual competition that introduces students to engineering, inspiring them to consider engineering as a career option. Selected students are given the opportunity to attend the STEM Crew Maritime Roadshow Speed Networking Event at the Southampton Boat Show. Selected Students in Term 4 are given the chance to take part in PETA’S Apprentice vs Dragons Den Project, students are tasked with coming up with an idea for a new product to solve one of modern life’s challenges. These STEM related events helps link careers to the curriculum (specifically Maths and Science) whilst working within industry professionals.</p>	2, 4, 5
	1	<p><b>Careers Lessons – Skills, Self-Advocacy and Exploring Career Matches</b></p> <p>Pupils will learn more about the different types of skills that exist and which may be required for certain careers. They will learn about the ability to communicate their needs and gaining confidence in themselves, and will start exploring their own Career matches in relation to labour market information (LMI) further.</p> <p>COSMOS Engage- Next Steps &amp; Decision Making (Organisation &amp; Effective studying)</p>	2, 3
	2	<b>Y9 Option Choices sessions</b>	2, 3, 4

		<p>Y9 will have taster sessions with subject specific teachers to try different KS4 options – this will include learning about the range of careers and Post-16 options available for each subject. They will all be attending the Choice’s Theatre Performance which will help pupils make choices about their future and what careers they might wish to consider.</p> <p>Introduction to Unifrog</p>	
10	1	<p><b>Careers Lessons (PD) – Getting Experience, Personality Styles, Study Skills</b></p> <p>Pupils will start preparing for work experience, and learning more about different personalities within the workplace. They will also start learning more about study skills in order to help with starting their GCSE studies.</p> <p><b>BBC Careers Visit</b></p>	2, 3
	2	<p><b>Careers &amp; Apprenticeship Show</b></p> <p>In partnership with Portsmouth City Council this is an opportunity for Y9 &amp; 10 pupils to learn about the world of work by speaking to a variety of employers, training providers, colleges/apprenticeships and universities to hear about the opportunities available. Careers guidance also available at the event.</p>	2, 3, 5, 7, 8
	3	<p><b>College visits</b></p> <p>All Year 10 will be offered the opportunity to visit at least three local colleges and spend the day there, sampling A-Level or Vocational courses that they may be interested in studying Post-16.</p>	3, 7
		<p><b>Work Experience</b></p> <p>All Year 10 pupils will have the opportunity to do one week of work experience with a local employer. All students take part in 1 week of work experience, the aim is for as many students as possible to receive a visit subject to staff availability, at the very least calls are made to employers and/or parents to see how things are progressing. SEN pupils and students with EHCP plans will receive extra provision to help support with this.</p>	5, 6
		<p><b>University Residentials</b></p>	2, 3, 7

		Supported through University of Portsmouth's Outreach Programme, some Y10 pupils will have the opportunity to attend a university residential in July to learn what life may be like as a university student! Introduction to Unifrog	
11	4	<b>Careers Lessons – Work Values, Workplace Skills &amp; Attitudes, Transition</b> Pupils will start preparing for life after school including awareness of values, attitudes and skills within the workplaces, as well as getting prepared for Post-16 transition.	2, 3
		<b>Apprenticeship Virtual/In-Person Event</b> ASK Apprenticeships and PETA offer pupils virtual and in-person sessions if interested in securing an apprenticeship after Yr11. Opportunities for pupils to meet a range of employers, college and training providers and discover Post-16 opportunities also provide with support to register for <a href="https://www.gov.uk/apply-apprenticeship">https://www.gov.uk/apply-apprenticeship</a>	2, 3, 5, 7, 8
		<b>Careers &amp; Apprenticeship Show</b> In partnership with Portsmouth City Council this is an opportunity for Yr10 & Yr11 pupils to learn about the world of work by speaking to a variety of employers, training providers, colleges/apprenticeships and universities to hear about the opportunities available. Careers guidance also available at the event	2, 3, 5, 7, 8
		<b>CV Sessions</b> Chance for selected pupils to complete CV in preparation to leave school. These will be used during the mock interview follow up day, but may also be helpful for securing part-time jobs or apprenticeships after Yr11.	3
		<b>Post-16 Assemblies/ Workshops</b> All Yr11s pupils will hear from visiting speakers about different Post-16 pathways: A-levels at college, Vocational courses at college, Apprenticeships, T-Levels and HE/University.	2, 3, 7
		<b>CareerPilot Website</b>	2, 3, 7

		A free careers website for all Yr11 pupils to complete to help them explore and research their career ideas and post 16 options - <a href="https://www.careerpilot.org.uk/">https://www.careerpilot.org.uk/</a>	
ALL Ongoing	<p style="text-align: center;"><b>Careers Guidance Interviews</b></p> <p>All pupils, from Yr7-Yr11, are able to access Careers Guidance interviews from Miss Rahman, the school Careers Lead. Miss Rahman can offer advice and support on a variety of Post-16 options.</p> <p>All Yr11 pupils will be offered a 1:1 careers interview with Dorleen Shim who is an independent Careers adviser working for Portsmouth City Council.</p> <ul style="list-style-type: none"> <li>• All pupils in Yr11 will be offered a careers interview (preparing for after GCSEs)</li> <li>• Selected pupils in Yr9 will be offered a careers interview (preparing for option choices)</li> <li>• Selected pupils in Yr10 will be offered a careers interview in Yr10 (to prepare for Yr11) <ul style="list-style-type: none"> <li>• Pupils in Yr7 and Yr8 can be referred by teaching staff for careers interviews</li> </ul> </li> </ul>	2, 3, 8	
	<p style="text-align: center;"><b>Industry talks</b></p> <p>We welcome and encourage visitors from industry and the world of work to meet pupils across all year groups who may have an interest in that particular career sector. Visitors can provide a valuable insight to pupils can hear from their experience of work, the skills and qualities needed to succeed, and opportunities available to them after school. We hope to utilize Tutor time and PD time to be able to offer talks, as well as lunch time drop ins*.</p> <p>Business Breakfast meetings are being trialed with selected students, where local employers and businesses are invited for the morning and pupils have to guess their jobs.</p>	2, 5	
	<p style="text-align: center;"><b>Subject specific career lessons &amp; events</b></p> <p>Throughout the year the school receives offers or requests for careers engagement through a variety of activities that may involve a certain subject or department (previous examples include Medical Mavericks, STEM trips delivered through Portsmouth university and PETA, PT Sessions delivered through Ex-Military as well as Elite Skills workshop delivered through the Army Outreach Programme. These can be aimed at different year groups and different ability ranges / career interests etc.</p> <p>Each faculty is responsible through ensuring careers is embedding in their subjects via their long-term planning.</p>	2, 3, 4, 5, 7	

	<p style="text-align: center;">ITV News-Careers Assembly Channel 4- Careers workshop Apprenticeship Bus-National Apprenticeship Week</p>	
	<p style="text-align: center;"><b>PD Careers Lessons</b></p> <p>Pupils from Yr7-Yr11 will cover Career based lessons through PD which will run on a carousel with other strands of the PD curriculum. This will be delivered through Aspirations Week in Term 1, National Apprenticeship week in Term 1 and National Careers Week in Term 2.</p>	3, 4

*\*This overview is provisional and may be adapted to meet the requirements of the school.*